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C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

26 November 1958

NOTICE
NO. 32-58

SUBJECT: Office of Training Annual Meeting

1. The annual meeting of all personnel of the Office of Training will be held in the [redacted] Building Auditorium from 1600 to 1700 on Thursday, 18 December 1958. All in attendance must be seated by 1600. A minimum number of employees necessary for office telephone coverage will be exempt from attending the meeting.

2. All employees are invited to remain for a Christmas social gathering immediately following the meeting. All who attend are requested to contribute according to the following scale to help defray expenses:

GS-7 and below	$ .50
GS-8 through 12	1.00
GS-13 and 14	1.50
GS-15 and above	2.00

Contributions should be turned in to appropriate Time and Attendance clerks who in turn will forward the money to [redacted] Room 106, [redacted] Deadline for contributions is 5 December 1958.

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[redacted]

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MATTHEW BAIRD
Director of Training

Distribution:
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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